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City of Albany Sporting Precincts

Grounds User Guide 2015

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1. Overview

The City of Albany recognises its role in providing and maintaining assets that service the needs of the community and contribute to the highest standards of livability. In assisting to achieve this objective and ensure a coordinated and integrated approach to management and allocation of the reserves, the City of Albany maintains ownership of the Centennial Park & Collingwood Park Sporting Precincts and all of the reserve permanent infrastructure upgrades and improvements.

The City has a range of open space within its parks that is used for recreational purposes. This includes; sporting fields, lakes, paths and designated lawn areas for formal and informal recreation.

The City of Albany meets the requirements for all reserve maintenance across the Sporting Precincts including renovation, repair of playing and recreational surfaces and public amenities.

To assist in contributing to partial cost recovery the City of Albany issues two types of permits for community level sport:

Seasonal Permit: A seasonal sport permit is issued for each sporting season, summer and winter, and includes approval for use of sports facilities and grounds over the course of each season. Clubs or recreational groups that meet on the City's Sporting Precinct's on a regular basis are required to apply for a seasonal permit. Upon successful acceptance of the seasonal permit the applicant will be invoiced for a seasonal senior and/or junior player registration fee and bond as per the City of Albany Fees and Charges endorsed by Council.

Casual Permit: A casual sport permit is required for clubs, schools, groups or individuals requiring the use of a sports field for organized activity at any time of year, and not over the course of an entire season. To obtain a casual sport permit please complete an application form for a casual sport permit. A minimum of **10 days** notice is required to issue a casual sport permit.

Sports Fields and Maps

Maps are available to assist in identifying the sports grounds located within the City's Sporting Precincts, these include; Collingwood Park, Western, Central and Eastern Precincts.

A separate map for each season and each precinct is available at the Albany Leisure and Aquatic Centre or on the City of Albany Website at;
http://www.albany.wa.gov.au/your-community/sport-and-recreation/centennial-park-sporting-precinct-bookings//

Events

A Centennial Park Seasonal Sporting Precinct Application and Permit do not qualify as approval for large events. All Hirers planning an event with amplified music, alcohol, food sales, ticketed sales and/or structures, must contact the City of Albany's Events Team and complete a 'Concert and Large Events Expression of Interest' form. This must be lodged 60 days prior to the event.

Regular season matches that fall under a seasonal sports permit may be classified as an event, if the above items are involved. Please contact the ALAC Administration Team Leader for assistance.

Final approval of large events rests with the Environmental Health Team and Events Department at the City of Albany offices on North Road.

2. ROLES AND RESPONSIBILITIES

The following framework identifies the roles and responsibilities of the City, clubs and groups in regards to ground maintenance and aims to assist all parties with improving the game environment and maintaining the City's grounds, lighting and irrigation assets to a high standard:

Activity	City of Albany Responsibility	Club or Group Responsibility
Playing Surfaces and Ground Maintenance	• Mowing (playing surfaces & surrounds). • Turf Maintenance & Renovation. • Reticulation (& all costs associated with the reticulation) • Installation of bins and weekly waste collection.	• Nil unless loss or damage caused by negligent use or misuse. • Removal of all rubbish from playing surfaces and car parks following all training, game and club activities.
Fixed and Moveable Equipment *To assist clubs and ensure the safety of players*	• If required, at the beginning and end of each season the City will assist with setting up and taking down the goals for AFL, Hockey and Soccer. • Due to the nature of the AFL goals and potential impacts on the field; the City will assist with any temporary removal and installation of these goals.	• The setting up and removing of safety nets at the start and finish of each game. • All costs associated with repairing or replacing fixed and moveable-sporting equipment including goals, safety nets and scoreboards. • Ensure all equipment meets the current safety standards. • Maintain equipment to a high standard. • Refrain from using other sports equipment unless an arrangement for use has been established with the relevant club or sporting assoc. • Failure to meet these requirements may result in forfeiting your bond.
Line Marking *To ensure the preservation of the playing surfaces and meet environmental health standards*	• If required, at the beginning of each season the City will assist with the first line marking for the season.	• Line marking is a club or association responsibility. • Clubs to consult with the City's Leading Hand, Sporting Reserves prior to commencing line marking. • Line marking is to be completed with white grass line marking paint only. • The use of diesel, round up or other chemicals is not permitted within the Precinct. Usage of these materials or similar will result in your groups bond being forfeited. • If you are experiencing difficulties associated with line marking please contact the City's Reserves Leading Hand, for assistance and advice.

Lighting *Improved lighting will assist both clubs and the City to host a range of sports and activities, allowing flexibility and improved programming across the whole precinct.* *The installation of sports lighting is a shared responsibility between associations, the City and the Department of Sport and Recreation (DSR) as per the CSRFF guidelines.* *Installations of lights will only take place under the direction of the relevant executive directors. Once installed lights become the property and responsibility of the City*	**Capital Cost** • Contribution of one third to DSR community sport lighting standards. **Replacement Costs** • Globes and Lens: 50/50 arrangement between the City and the seasonal permit clubs.	**Capital Cost** • Contribution of one third to DSR community sport lighting standards. Groups to provide evidence of annual asset replacement funds for lighting. **Replacement Costs** • Globes and Lens: 50/50 arrangement between the City and the groups. **Usage** • All costs associated with the power are to be fully recouped from clubs or users. • Collingwood Park will be charged from the Railways Sporting Club and North Albany Football Club. • Lighting at the Western Precinct Multi Use field will be charged through ALAC at an hourly rate of $12/hr to the relevant Sporting Association.

3. GROUND ALLOCATION

To cater for increasing demand on sporting grounds, the City reserves the right to allocate use at its discretion. Whilst the priority is to continue to support and develop returning Seasonal Permit holders, the City may be required to make a decision based on positive outcomes for the community at large. Wherever possible all efforts will be made for returning permit holder(s) to retain their primary home base to play their sport.

The City recognises that Centennial & Collingwood Park Sporting Precincts are not capable of hosting all sporting activities for Albany. It is vital that sports fields are monitored continually. All sports fields are assessed to meet minimum safety standards and to keep risk of injury at a minimum. As such, the City of Albany has put in place measures to protect sports fields and ensure a fair and equitable approach.

The City of Albany manages 27 sports fields over the City's Sporting Precincts. At certain times of the year these facilities are under pressure from continual use. To provide quality and safe playing surfaces restrictions and conditions may be required to prevent the over use of reserves. City reserves will be assessed on a regular basis throughout the seasons and any restrictions will take into account the following:

- Level of usage
- Type of footwear worn
- Specific areas of high wear and tear e.g goalmouths
- Type of user (senior or junior)
- Type of sport
- Seasonal demands

4. MANAGEMENT OF BOOKINGS AND COMMUNICATION

The City of Albany will allocate the use of its grounds and is the sole entity that can administer this function. The management of sporting precincts is coordinated through Recreation Services; Albany Leisure and Aquatic Centre (ALAC) and the Reserves Team.

To ensure an equitable and integrated approach to the allocation of grounds the City will only accept seasonal permit bookings from the key associations, through the appropriate governance structures and not individual clubs.

- All seasonal bookings are to be made by the key organisations (associations) by their appointed agent and through the appropriate governance structures.
- Regular training and pre-season training is a matter between clubs and associations and needs to be resolved prior to associations applying for their permits.
- Priority will be given to in-season over out of season sports
- Any carryover of final matches into inter-season periods shall be granted priority over pre-season training and scratch matches or other events.
- Priority use will be given to finals then regular season matches followed by training.
- Seasonal Permit Applications will require information on both the seasonal requirements and pre-season requirements of your sport. You will need to include player and team number details, preferred venues, days and times in your application. The City will than review all requests, assess the conditions of the playing fields and allocate accordingly.
- Bookings on natural turf sporting fields are assessed on a case-by-case basis and take into account the impact on the sports field, type of sport and ground availability and condition of field at time of enquiry.
- When available, there are no restrictions on the use of artificial turf surfaces.
- To assist with managing increasing demand on a limited number of lit sports fields within the municipality. Associations are encouraged to use other appropriate reserves around Albany including shared arrangements with schools.

5. SEASONS

There are two distinct sporting seasons (summer and winter) for organized sport. The seasonal sport permit application process is opened prior to each season as below:

Winter Sports

- Grounds will be allocated for **Winter** sports between 1st April to 30th September
- Applications Open 1st November and close 19th December
- Winter sports have priority access during their season.

Summer Sports

- Grounds will be allocated for **Summer** sports between 1st October to 31st March
- Applications Open 1st June and close 30th June
- Summer sports have priority access during their season.

Those sports that play across two seasons will need to apply for both a winter and summer seasonal sport permit.

5a. Pre-season Training

Pre-season access to fields will be provided based on an assessment of the field conditions and impact of use on current season permit holders. For example, permit holders during the Summer Season, playing summer sport, have priority use over requests received for winter sport pre-season training and vice versa.

- Pre-season training during the inter-season period is to be resolved as a domestic matter between the respective clubs prior to the associations applying to the ALAC administration Team Leader for approval. Availability will be reliant upon and subject to ground maintenance plans.
- Footwear worn by participants undertaking Pre-season Activity is restricted to:
    1. Standard runners and 'grass cat' style moulded sole footwear only.
    2. Traditional football boots (various codes) including but not limited to moulded soles with stops no longer than 5mm.
    3. Screw in stops and 'blade' style boots cause considerable wear and tear and **must not be worn during pre season training**.
- At all times permit holders **must** keep off the turf cricket wickets and observe any signage in place.
- At all times permit holders should endeavor to minimise the impact of Pre-season Training by rotating use across all areas of their allocated space. Further initiative and care is also to be taken to protect turf areas and keep impact at a minimum.
- Training must be cancelled when severe and inclement weather is predicted, particularly high rainfall, so as to not damage sports fields. At all times clubs should err on the side of caution.
- Pre-season training on all fields (natural and synthetic turf) is restricted to the hours and venues as determined and approved by the City. The City reserves the right to cancel pre-season training based on weather and/or the condition of a Sports field to ensure sustainable ground conditions.
- Any breaches of the above conditions will see clubs pre-season training cancelled immediately, bond with held and space possibly allocated to another tenant. It is your associations responsibility to ensure all participants including, but not limited to, club official, coaches, trainers and players are aware of and adhere to all of the conditions noted above.

5b. Regular Season Training, Matches and Finals

- Clubs/associations will be required to apply for approval of ground use for final round training and matches that will carry over into the inter-season period.
- Please note priority is given to matches and game days over training.
- If fields are suffering from overuse, training and /or matches may need to be shifted around the precincts or rescheduled to alternate community venues to protect the condition of a playing field. The City will provide associations and clubs with plenty of notice to assist with a smooth reallocation.
- Sport appropriate footwear is permitted during the regular season within the following conditions;
    1. Council reserves the right to impose restrictions on footwear at any time if it deems it necessary to protect the condition of a playing field.
    2. The permit holder is required to comply accordingly or suspend their use of venues when restrictions are in force.
    3. Spiked cricket footwear is not permitted on synthetic surfaces.

5c. Friendlies, Scratch Matches and Special Functions

- A Seasonal Sports permit only includes fixtured regular season competition and training for the duration of the season. If you wish to add additional dates please submit an application for a **Casual Grounds Permit** for approval.
- Please check with your Insurance provider to ensure your organisation is fully covered for any 'extra-ordinary' events.
- Applications for Casual Grounds Permits are to be submitted to the ALAC Administration Team Leader for approval and at least 10 working days in advance of the date required.

6. PLAYING SURFACE SPECIAL CONDITIONS

6a. Cricket Turf Wickets

The City of Albany turf wickets are a significant asset to both the City and Albany Cricket Associations. Turf wickets require considerable resources and money to maintain to a high standard. Preparatory works and the ability for the City (Leading Hand Sporting Fields Officer) to deliver wickets each week is heavily reliant on weather conditions for work to be carried out, resources and equipment required.

The following guidelines have been developed to ensure that wicket is prepared for the best possible playing conditions, equally favourable to both batsman and bowler.

- The City of Albany is responsible for preparing the turf wickets according to the fixtures and City approved competition through the summer season. The wickets are prepared to a safe and suitable condition taking into account the long term longevity of the turf table.
- If competition fixtures change during the season, please advise the ALAC Administration Team Leader of the changes so that preparatory works can be altered to accommodate and make efficient use of resources.
- Use of wet wickets is not permitted. If wickets or the table is damp or wet, it is unfit for play. Please delay the start time of the competition or call the game off to protect the integrity of the wicket.
- In the lead up to the weekend the following communication is to take place to confirm availability of the turf wickets:
    - At the end of the week the Cricket Associations will be notified by the City's Leading Hand Sporting Fields Officer on the status of the turf wickets.
    - Where there is uncertainty in the status of wicket preparation the associations will be kept informed of the grounds impacted and progress in the lead up to the competition start time.
    - It is essential that the Leading Hand Sporting Fields Officer and the appointed Cricket Co-coordinator inform each other immediately of fixture/ground changes as soon as they become known.
- Limited vehicle access to grounds. All parking must be at designated car parks to protect the fields and precincts.

6b. Cricket Turf Covers (Covering and Storage)

- The City is responsible for managing the coordination of covering turf tables during the week.
- Under the guidance of the City's Leading Hand Sporting Fields Officer the Albany Cricket Associations are responsible for managing the coordination and covering of the turf tables (hessian and covers) for weekend games.
- The provision and maintenance of the turf covers and machinery associated costs and resources required are the responsibility of the Albany Cricket Associations.

6c. Hockey Synthetic Turf

- Players and Officials only allowed on the turf. Spectators are not permitted on the turf at any time.
- Correct footwear is required to play on the synthetic turf. Any studded footwear worn on the turf must have at least 15 studs. No spikes or high heels.
- Please refrain from eating drinking or smoking on the turf. No gum.
- Match circles are for matches only. No training, practice or warm-ups in the match circles at any time.
- Playing on a dry turf is not acceptable. The turf must be watered before any practice, training, warm-ups or sporting event. If the turf is dry please contact ALAC to water the turf.

6d. Natural Turf

The monitoring of the grassed turf is a shared responsibility between clubs and the City. To ensure continuous use over the season the City encourages clubs to adhere to the User's Guide so that your sport's season is not unnecessarily interrupted**.**

Wet Weather Rain Out - Playing on fields that are wet can cause major damage forcing fields to be closed for long period of times.

- Sensible closing of wet fields for a short period of time can prevent damage ensuring that fields can be used more over the long term.
- Decisions are made in consultation with the sports administrators and are based on; inspections, weather conditions and the field characteristics.
- Ultimately a field will only be closed after heavy unseasonal weather or after long periods of rain.
- Sporting users and hires must observe the closing of the sporting fields, as they risk losing their bond and will be liable for the costs associated with rectifying any damage as a result of use during periods of wet weather.
- Games cancelled can be rescheduled with no additional costs.
- Goal area's are for matches only. To ensure the longevity of goal areas for the season please do not train, practice or warm-up in goal areas.

6e. Lighting

The City and the Department of Sport and Recreation have a vested interest in the Sporting Precincts field lighting. Charges have been implemented to assist in the operation and maintenance of lighting within the precincts and sporting associations have a shared responsibility to ensure their proper use.

- Responsibility for turning field lighting on and off at Central F1 and Collingwood Park lies with the appointed representative(s) from each sporting association.
- Multi Use Field lighting will be turned on and off by a City representative or contracted persons, unless otherwise advised.
- Lighting charges will be at full cost recovery, as per your Seasonal Sports Permit field allocations.
- Users of Central Precinct F1 and Collingwood Park will be charged by the Railways Sporting Club and North Albany Football Club respectively for lighting use.
- No person or persons are allowed to adjust or undermine the integrity of the lighting at any time i.e. adjust lighting direction, replace globes or climb the lighting structure etc.

7. FEES

The applicant (the Association) will be invoiced and will bear all associated costs to recover the debt in full and is agreeing to the City of Albany's Credit Terms and Conditions and Schedule of Fees and Charges, which are subject to change in line with the City of Albany's annual budget process.

- The City's payment terms are 30 days from invoice. If payment terms are not met, overdue accounts (35>days) will be charged at 11% interest.
- Requests for extensions, fee waivers, refunds and disputed accounts must be made in writing prior to payment of the account becoming overdue.
- Seasonal ground fees are per player (junior and senior fees apply) and where possible include two training sessions and one game per week.
- Junior Fee Age Group is defined as **Under 18** on Registration Day.
- A junior fee covers a junior playing in both a junior and senior competition during the same season. Junior's playing up in a senior's competition only pays the junior fee.
- An additional fee will be charged for casual ground bookings during a season.
- Fees and charges are subject to change in line with the City of Albany annual budget processes.

8. CANCELLATIONS

Games and training on the **synthetic turf** require a minimum of **24 hrs notice** to be advised to the ALAC Administrator via email or in writing prior to the booked date. Failure to provide notice will result in the sporting association being invoiced as per the City's current schedule of fees and charges.

If fixtures or requirements for your sporting season change please ensure you let the ALAC Administrator know as soon as possible so that fields can be reallocated and ground maintenance planned accordingly.

9. BOND & KEYS

Bonds will be charged in accordance with the City of Albany's schedule of fees and charges.

A Bond serves as a guarantee that the user group will fulfill the requirements of the Agreement and the City's Sporting Precinct User Guide.

Should a user breach the terms and conditions, cause damage to the precinct or fail to return keys, the City will retain all or part of the bond to;

- recover costs incurred as a result of the users activities
- recover costs of extra services which the City may have to supply

User groups shall be liable for any additional amount in excess of the deposit to meet the full cost of repairs or reinstatement. Please note the City **will not** retain bonds for damage associated with normal wear and tear.

The bond ($500.00) for Seasonal Permits is required at the time of application. The bond includes one set of keys to enable your group access to the fields, where applicable.

If your sporting association requires a key to access one of the City's the playing fields please note it on the application form. Arrangements for the collection of keys will be made by the ALAC Administration Team Leader following the receipt of your bond.

In the event that an association's application for a permit is unsuccessful, the security bond will be refunded immediately.

Seasonal security bonds will be refunded back to the club once the end of season handover process has been completed.

Clubs who do not complete the handover within 1 month of their permit expiring, including returning of keys, will forfeit their bond and be required to pay the bond amount again at the time of their next application.

10. USER GROUP FEEDBACK AND CONSULTATION

The City of Albany Recreation Services Team will meet regularly with the Centennial Park and Collingwood Park Sporting Precinct's local sporting associations regarding the management of the precincts.

The meetings will address communication, ground maintenance and, planning and allocation matters associated with the use of the reserves including issues which may have also arose from the previous season. This is part of an ongoing relationship designed to improve facilities and access.

11. PROTECTION OF PEOPLE & PROPERTY

To ensure the wellbeing and protection of your members and community property, associations and hirers are required to take all reasonable measures including:

- Conduct an inspection and assessment of the sports field prior to use to ensure it is fit for use.
- Inform participants of any risks associated with the event.
- Prevent nuisance and unreasonable noise and disturbance.
- Current insurance cover for Public Liability to the value of **$10,000,000 and** Workers' Compensation to the full extent of liability under the Workers' Compensation Act (if applicable).
- Please provide the City of Albany with a copy of your insurance Certificate(s) of Currency indemnifying City against;
    1. Loss of or damage to property of the City, including existing property.
    2. Claims by any person against the City in respect of personal injury or death or loss of or damage to any property arising out of or as a consequence of the actions of the Hirer.